9 November 1983

MEMORANDUM FOR: Chief, Printing and Photography Division, OL Chief, Joint Publications Research Service, FBIS

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FROM:

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Chief, Plans, Programs and Systems Staff, P&PD/OL

SUBJECT:

Implementation Plan for the Office of Logistics Printing and Photography Division Takeover of Printing Responsibilities for Joint Publication Research Service

- l. An agreement on the subject implementation plan has been reached between Office of Logistics Printing and Photography Division (OL/P&PD) and Joint Publication Research Service representatives. Most of the actions outlined during the first week of the plan have already occurred and at this point in time the implementation is actually ahead of schedule.
- 2. During the week of 5-9 December 1983, a revised implementation plan with more definitive information on dates and transfer of functions will be developed and one month later (2-6 January 1984), a status report and final implementation plan will be completed. Current planning is for the complete transfer of responsibilities, personnel, and equipment to occur on or about 31 January 1984.
- 3. If you have any questions on this memorandum or the implementation plan, please contact me.

OL 11206-83

Implementation Plan
for the
Office of Logistics
Printing and Photography Division
Takeover of the Printing
Responsibilities for
Joint Publication Research Service

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replace and oversee implementation from JPRS Action: P&PD management to meet with JPRS printshop personnel to explain takeover and planning for intergrating JPRS individuals into P&PD. Action: C/P&PD Review of JPRS personnel folders by P&PD managers which will result in ''P'' Panel determination of actual personnel assignments. Action: P&PD Management/P Panel Review of budget/funding of JPRS requirements and all FY-84 requisitions that have been submitted to Procurement. Determine the amount of funds to be transferred to P&PD. Action: P&PD and JPRS Physical inventory of all JPRS production equipment. Action: JPRS and P&PD personnel Determine which pieces of JPRS equipment that will be relocated to P&PD and which equipment will be surplused. Action: P&PD Branch Chiefs, Physical inventory of all JPRS supplies and an establishment of minimum/maximum levels. Action: Develop JPRS publication distribution list database in P&PD 'Whiz'' system. Action: FBIS/JPRS Budget Officer and OL/B&FB Action: FBIS/JPRS Budget Officer and OL/B&FB P&PD assumes responsibility for ordering and providing printing and photographic supplies for support of JPRS printing operations. Action: Chief, LSS/P&PD Transfer of all JPRS printing and photographic production equipment to P&PD's property account. Action: FBIS/JPRS Logistics Officer and Chief, LSS/P&PD		K OF 7-11 NOVEMBER 1983	
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P&PD.	d.		
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J .	Week of 21-20 November 1909	
	 a. Transfer of all FBIS/JPRS printing positions to OL/P&PD. Action: FBIS/Personnel and OL/P&TS b. Begin phasing of P&PD printing support to JPRS publications. 	
	 (1) Identify document titles/groups. (2) Develop procedures for submitting jobs. (3) Submit jobs to P&PD for production. Action: NOTE: This action will continue for the duration of the transfer of responsibility. 	STAT
	c. Complete development of JPRS distribution lists into P&PD ''Whiz'' system.	
	Action: d. report to P&PD on 21 November 1983 and becomes liaison between JPRS and P&PD. Action:	STAT STAT STAT
4.	Week of 28 November - 3 December 1983	
	a. Continue the transfer of JPRS printing requirements to P&PD.	
	Action:	STAT
	 P Panel makes determination of position assignments of JPRS personnel. Action: P Panel 	
5.	Week of <u>5-9 December 1983</u>	
	a. Continue the transfer of JPRS printing requirements to P&PD.	
	Action: b. Complete revised implementation plan with dates for	STAT
	personnel, equipment, and workload transfer. Action:	STAT
6.	Weeks of 12-30 December 1983	
	a. Continue the transfer of JPRS printing requirements to P&PD.	
	Action: b. Removal of the JPRS Xerox 9200 and transfer of copying support requirements to P&PD. This action is to coincide with the placement of a Xerox 1045 or equivalent equipment in JPRS and the placement of a Xerox 9200 in	STAT
\$	P&PD. Action: c. Begin the phased transfer of JPRS personnel and/or	STAT
	equipment to P&PD. Action:	STAT

7. Week of 2-6 January 198	/	2	οf	2-6	Jan	nuary	198	34
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a.	Continue P&PD.	the transfer of JPRS printing requirements to		
	Action:			STAT
b.	Continue equipment	the phased transfer of JPRS personnel and/or to P&PD.		
	Action:	·		STAT
c.	Prepare a implement	a status report to management with a final tation plan.	·	0.,
	Action:		;	STAT